



## CITY OF ATLANTA

SHIRLEY FRANKLIN  
MAYOR

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**02-C-1400**

August 19, 2002

President Cathy Woolard and  
Members of Atlanta City Council  
City Hall, Suite 2900 South  
68 Mitchell Street SW  
Atlanta, Georgia 30335

**RE: Appointment to Atlanta Sister Cities Commission**

Dear President Woolard and Members of the Council:

It is a pleasure for me to appoint **Davilla Davis** to serve as a member of the **Atlanta Sister Cities Commission** of the City of Atlanta. This appointment is for a **term of three (3) years**, scheduled to begin on the date of Council confirmation.

I am confident that Ms. Davis will serve the Atlanta Sister Cities Commission and the City of Atlanta with distinction. A resume is attached for your perusal.

Sincerely,



Shirley Franklin

## **Davilla T. Davis**

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### **HIGHLIGHTS OF QUALIFICATIONS**

- Twenty + years experience in diplomatic relations; foreign language proficiency in French and Spanish.
- Ability to assess business operations and advise top level management.
- Demonstrated sensitivity to cultural differences; enriched by overseas assignments and travel in Africa, Canada, England, France, Germany, Mexico, Switzerland, and the United States.
- Mastery of issues of international protocol evidenced in the governance of the interactions of the 1984 Olympic Games in Los Angeles, CA.
- Skilled in the assessment of culture as a contributor or barrier to change; able to align culture with business strategy.
- Experience in negotiating contracts and managing budgets.
- Proven leadership skills, able to prioritize, delegate, train and motivate.

### **PROFESSIONAL EXPERIENCE**

#### **International Affairs**

- Distinguished as the First American Liaison to the International Olympic Committee (IOC), resident in Lausanne, Switzerland. Facilitated the integration of corporate cultures. Worked toward alignment in purpose and enhancement of productive capacity of the Los Angeles Olympic Organizing Committee (LAOOC).
- Co-directed press Operations, 13<sup>th</sup> International Olympic Congress, Baden-Baden, West Germany.
- Reorganized and administered programs for students in an evolving international environment; acted as advocate to Immigration and naturalization Service.
- Coordinated and publicized visits of foreign leaders and specialists invited to the U.S. as guests of the U.S. Department of State.

#### **Management**

- Managed a professional staff that addressed the needs of 52 African National Olympic Committee (NOCs) through the administration of procedures and problem-solving strategies, and research of issues and concerns.
  - Provided briefings to international delegations during official fact-finding missions to the Atlanta Olympic Village.
  - Developed materials and implemented training programs; planned and conducted training sessions for - Envoy Teams who provided support to 197 participating NOCs.
  - Collaborated with all functional areas necessary to effectively service NOC clients, including Finance, Accreditation, Housing/Allotment, Customs and Freight Forwarding, Embassies and Consulates, Law Enforcement/Security, etc.
  - **Mediated disputes** between athletes and officials; between delegations, National Olympic Committees, and sports governing bodies.
- Developed interpretation and translation program of the LAOOC.
  - Established operational unit providing interpretation, translation, and foreign country briefings to the International Sports Community.
  - Supervised translation and editing of technical and non-technical documents. Set priorities for efficient use of language consultants, space and equipment.
  - Developed and monitored budget; negotiated contracts; staffed departments.
  - Researched and wrote speeches for international staff.
- Served as Director of Protocol for the 1984 Olympic Games in Los Angeles, CA.

### **Change Management**

- Experienced with diverse workforce populations and the resultant requirements for change management.
- Recruited, trained and developed heterogeneous work force, making it possible for people of varied backgrounds to participate in high levels of management responsibility for the Atlanta Committee for the Olympic Games.
- Developed instructional materials, delivered curriculum to students representing 54 nations, preparing them to function effectively in competitive global marketplace, **Cross Keys High School**, DeKalb County Schools.

### **Leadership, Training and Development**

- Designated Fellow, Charter Member, Los Angeles Area Seminars on Theory, Assessment, Resources and Strategies, California Foreign Language Project Leadership Development Program, Division of Curriculum and Instruction, School of Education, California State University, Los Angeles.
- Developed materials and conducted training sessions for elite cadre of 1200 Envoys who hosted 197 National Olympic Committees at the **Centennial Olympic Games in Atlanta, GA, 1996**.
- Planned and designed audio-visual training programs for fortune 500 companies, Tratec, Inc., Los Angeles, CA.
  - Assessed needs and recommended strategies to market new product lines.
  - Worked with subject matter experts for the purpose of defining program goals.
  - Supervised creation of script for audio and video program materials.
  - Conducted developmental field tests of program materials.
  - Monitored all phases of program production to ensure design integrity.

### **EMPLOYMENT HISTORY**

1996 – present	World Language Instructor	DeKalb County Schools, DeKalb County, GA
1994 – 1996	Regional Manager, National Olympic Committee Services	Atlanta Committee for Olympic Games, Atlanta, GA
1985 – 1994	Instructor	Los Angeles Unified School District, Los Angeles, CA
1980 – 1984	Director, Protocol, and Manager, Language Services	Los Angeles Olympic Organizing Committee (LAOOC), Olympic Village, UCLA, Los Angeles, CA
1980 – 1982	Liaison, LAOOC	IOC, Lausanne, Switzerland
1978 – 1980	University Administrator	University of Southern California, Los Angeles, CA
1976 – 1978	Instructional Designer, Marketing Support	Tratec, Inc., Los Angeles, CA
1974 - 1976	Instructor, Francophone Language and Literature	The Claremont Colleges, Claremont, CA

### **EDUCATION AND TRAINING**

- Computer Science Courses, Loyola-Marymount University, Los Angeles, CA
- Post-graduate Courses in Training and Development, UCLA, Los Angeles, CA
- Management Courses, UCLA, Los Angeles, CA
- Adult Training Courses, UCLA, Los Angeles, CA
- Graduate Courses in Education, Cal-State University, Los Angeles, CA
- Instructional Design Institute, University of Southern California
- Master's Thesis, African Linguistics, New York University
- Master of Arts Sequence, The Sorbonne, Paris, France
- B.A., French, UCLA, Los Angeles, CA